# Greenway Primary School Access Plan

# Access to the Physical Environment

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|  | **Targets** | **Strategies** | **Timescale** | **Responsibility** |
| **Short term** | * Put up tactile signage from main entrance, through reception and into lower corridor at key locations
* Ensure that any disabled pupils can be safely evacuated as applicable
* Replace signage on Accessible toilet
* General site maintenance and upkeep required to maximise accessibility for people with visual impairments particularly
 | * Purchase from online supplier
* Put in place Personal Emergency Evacuation Plans for any disabled pupils, where and when necessary. Seek advice from Jennie Hughes if necessary.
* Currently accessible toilet has ‘female’ sign on indicating that it is mutli-use (staff, visitors) or for Disabled women only. Remove female sign.
* All bins, plant containers, objects around yard, benches etc to be suitably colour contrasted against the background to aid people with impaired vision. Colour contrast needs to be added.
* All structural columns to have colour contrast or markings at two heights in accordance with BS8300.
* Low level overheads such as flag strings across the room could cause a potential impact injury for people with impaired vision because they may not be able to detect the hazard with their assistance cane.
* Grey railings on grey backgrounds (eg tarmac) need colour contrast added (painting, flags, hoarding etc)
* Lights in corridors to remain on (or automatic sensors installed)
 | Summer Term 2023Immediately and upon becoming necessarySpring Term 2023To begin during 2022/23 academic year for completion by 2025 | NNNNNNNNNN |
| **Medium term** | * Install new lower, wider reception window in the first foyer area.
* Install temporary ramp at fire exit on junior corridor and foundation phase exit
* Install ramps at exit doors on Year 5 and 6 corridor, 2nd exit in main hall and fire exit on junior corridor
* Purchase additional induction loops for use in key areas such as main hall, Head’s office etc
* Reset button is located too far from toilet in Accessible toilet
 | * Get quotes from County and alterative suppliers.
* Inform county planning team and request confirmation of this being provided and date. Separately seek quotes to provide ourselves from within school funds.
* Purchase from online supplier if County are not able to provide straight away
* Purchase from online supplier
* Relocate reset button so that is can be reached from a seated position on the toilet
 | 2023-25 Academic YearsSummer 20242023-25 Academic YearsQuotes gathered by Summer 2023 Plan updated with likely completion date by Autumn 2024.Summer 2024 | NNNNNNNNNN |
| **Long term** | * Ramp required to upper yard from lower yard
* Access to yard from foundation phase is improved with ramp or other system
* As flooring and bulbs wear out in the school, they should be replaced with flooring suitable for people with Visual Impairment and daylight bulbs for same
* Automatic sliding doors to be installed at main entrance with sliding doors with usual security features from reception into lower corridor
* There is no Accessible Toilet in Key Stage 2
 | * Inform county planning team and confirm its inclusion in the LEA Access Plan for schools
* Seek advice from county in the short term or externally if necessary for plans to be drawn up and costs to be identified. Confirm inclusion in the long term plan in LEA Access Plan
* A stock of daylight bulbs to be bought in readiness. Flooring providers to be sought when flooring wears out
* Inform county planning team and confirm its inclusion in the LEA Access Plan for schools
* Accessible toilet to be installed so that each block in school has a toilet that is easily accessible by Disabled people without having to travel to other parts of school
 | Costs gathered by school or county by 2022 with installation likely post 2025 (to be confirmed following discussion with County)Costs gathered by school or county by 2022 with installation likely post 2025 (to be confirmed following discussion with County)OngoingCosts gathered by school or county by 2022 with installation likely post 2025 (to be confirmed following discussion with County)Costs gathered by school or county by 2022 with installation likely post 2025 (to be confirmed following discussion with County) | NN/ LANN/LACaretakerNNNN |

**Access to the Curriculum**

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|  | **Targets** | **Strategies** | **Timescale** | **Responsibilities** |
| **Short term** | * Ensure all staff have access to specific training on disability issues
 | * Use staff audit to identify training needs and inform Professional Development process.
 | September 2024 | NN/AW |
|  | * Ensure all staff are aware of any disabled pupils’ curriculum access where applicable
 | * Set up system for information to be shared with appropriate staff (including lunchtime supervisors) where applicable
* Display information relating to individual pupils’ needs in staff room
 | Beginning of term or as pupils are admitted as appropriateAsand when necessary | AWAW |
| **Medium term** | Ensure all IT software and resources are adapted for use by people with visual impairmentsCurriculum Resources adapted for use by pupils with visual or hearing impairments | * Audit all ALN ICT and other resources. Order further resources as necessary
* Run individual training sessions on use of ALN resources
* Run individual training sessions on use of ALN resources
 | Audit – by end of Summer Term 2023Resources and training – rolling programme to be completed by Summer Term 2024Annual review of resources required based on pupil needs | AW/NNAW |
| **Long term** | * Ensure all staff have refresher disability equality training.
 | * Set up refresher INSET training for SLT/ all staff on Equalities/ Disability Equality Duty
* Ensure new staff access similar CPD courses
 | Review current needs in 2028All staff to have completed by 2032 | AWAW |

**Access to Information**

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|  | **Targets** | **Strategies** | **Timescale** | **Responsibilities** |
| **Short term** | * Review information to parents/carers to ensure it is accessible
 | * Consult parents/carers about access needs when child is admitted to school
* Review all letters home to check that they are written in Plain English
* Produce newsletter in alternative formats e.g. large print, Braille, audio according to need
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|  | * Inclusive discussion of access to information in all annual reviews
 | * Consult with parents/carers and children about access to information and preferred formats in all reviews
* Develop strategies to meet needs
 | As and when necessaryAs and when necessary | AWAW |
| **Medium term** | * School corridor and classroom displays are accessible to all
 | * Review any laminated (or similar) wall displays for reflections from windows or lighting and replace or move as necessary
 | To be built into regular teaching assessment from Autumn 2022 | AW |
| **Long term** | * Heighten awareness of mainstream staff in relation to strategies and procedures employed by speech therapists for SLCD pupils
 | * Provide training in relation to SLCD issues, for all staff
 | As finances allow  | Speech therapist/ LEA SLCD Team |